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# Duke University Instructional Technology Incentive Grants

## Call for proposals – May1 , 1999

Duke University is providing $150,000 in incentive grants to encourage faculty to explore and develop creative applications of technology to address instructional needs. These funds are administered by the Center for Instructional Technology. Proposals are reviewed and selected by a subcommittee of the Center for Instructional Technology advisory board. That subcommittee consists of faculty plus one representative each from the Office of Instructional Technology, the Library and the Center for Instructional Technology.

The first review of proposals will take place May 17, 1999. Proposals received after that date will be considered if funds remain after the first review.

If you have questions about the grant program or would like to discuss a project idea before submitting a proposal, contact Lynne O'Brien (lynne.obrien@duke.edu), Director of Instructional Technology, phone 919-660-5862, Center for Instructional Technology

## What types of projects may be funded?

These funds will be used to support two types of projects:

**A. Instructional technology *innovation* projects –**

About half of the total funds will support one to three highly innovative projects with awards up to $50,000 each. Projects in this category should demonstrate novel approaches to using technology to improve learning or serve as a model for using existing technologies to make fundamental changes in the approach to teaching a subject. Projects in this category might include:

- development of new multimedia software tools for extensive use in one or more courses
- revamping one or more courses to include a significant technology component
- incorporating new technologies into an entire program or a major segment of the curriculum
- developing new digital scholarly information resources which can be used in multiple ways

**B. Instructional technology *adaptation* projects –**

About half of the total funds will be used to support modest projects with awards up to $5,000 per project. These projects should focus on adaptation of existing technologies to improve teaching and

learning. Proposals may focus on one course, on part of a course or on segments of several courses. Projects in this category might include:

- developing classroom presentations using software such as PowerPoint and delivering those presentations via laptop computer and projection equipment
- developing World Wide Web sites and web pages for course use
- using videoconferencing to bring in virtual guest speakers or to collaborate with classes at other sites
- creating or purchasing audiovisual materials for use in instruction.

## How may incentive grant funds be spent?

For both types of projects, the funds available from this program can be applied toward:

- Labor support, including student workers or teaching assistants directly connected to the project
- Purchase of equipment for the project
- Purchase of software necessary to complete the project
- Limited travel to appropriate workshops or conferences on instructional technology
- Faculty stipends or course release time reimbursement

As an alternative to direct funding, projects may request assistance from professional staff of the CIT or OIT for programming, resource development, and project support assignments.

## Who is eligible to receive the grants?

All Duke University teaching faculty, including lecturers, and staff with teaching responsibilities are eligible to apply.

## What obligations do grant recipients have?

Grant recipients will be expected to maintain contact with the CIT and share information about their projects with the rest of the campus through informal presentations (e.g., the Teaching and Learning with Technology Speaker Series) and a brief written report at the end of the year.

Faculty who receive funds to develop software or purchase software will be expected to allow other faculty at Duke to use the software in their classes.

## What are the criteria for selecting projects?

The review committee will use the following criteria to select projects:

**Broad and continuing impact:** Funds can be used for large or small classes, but preference will be given to projects that affect a large number of students, or involve more than one faculty member, or are likely to stimulate interest and serve as a model for other faculty. Projects that are likely to continue after the funding ends or produce materials that are usable by other faculty members are especially encouraged.

**Feasibility:** The review committee will consider whether the project is carefully planned, whether

necessary personnel such as student assistants have been identified and whether the proposed timetable and deliverables of the project are realistic. The review committee also will consider the feasibility of the project in light of the current instructional and technical environments. Proposals should indicate that the project can be accomplished within the existing university infrastructure or establish that it will require upgraded facilities or systems. Projects must be ones that can be used in a course during the 1999/2000 academic year.

**Innovative use of technology to address an instructional need:** Projects should address an instructional need and reflect a creative and pedagogically sound implementation of technology in teaching and learning. Proposals must include specific plans to use technology in at least one course during the 1999-2000 school year. Clear instructional goals and a plan for assessing accomplishment of those goals will increase the likelihood that the project will be funded.

**School, department or external support:** The proposal must indicate that the project is strongly endorsed by the school or department. Commitment from the school or other organizations increases the likelihood that the project will be completed and used. Proposals will be stronger if they fit with other plans within the school or department, or if the school or department can contribute additional resources to support the project. Faculty may also identify additional support for the project through cooperative agreements with other departments or funding from professional organizations, foundations or other granting agencies.

**Support of University goals:** Preference will be given to projects that mesh with other university curricular goals, such as implementation of Curriculum 2000 or increasing internationalization of courses.

## Application process and timeline

**Timeline**

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| First review of proposals | May 17, 1999 |
| Projects selected and recipients notified | June 1, 1999 |

**NOTE:** Proposals received after May 17, 1999 will be reviewed once a month and grants awarded until the funds are depleted.

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| Classroom implementation of projects | Fall, 1999 or Spring, 2000 |
| Presentation about projects | throughout Fall, 1999 and Spring, 2000 |
| Written report on projects submitted to CIT advisory board | June 15, 2000 |

**Proposal format**

For adaptation projects up to $5,000, brief proposals (two to three pages) are acceptable. For innovation projects up to $50,000, proposals should be more substantial, with detailed project plans and an explanation of how the project will continue past the funding period. All proposals should include the following:

| Abstract | A title and short description of the project, maximum 100 words. |
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| Applicant information | Name, title, department, phone number, email address and mailing address of primary applicant. If more than one applicant, list same information for co-applicants. |
| Course(s) for which project is intended | Course number and course title and semester for each course in which project will be used |
| Project description | Describe what you will do in this project and how you will do it. Indicate how the project reflects the criteria listed above. What instructional goals does the project address? Who will do the work? What are the key milestones for the project? |
| Integration with other university services or facilities | If the project requires other university services or facilities (e.g., use of a classroom with computer projection, use of student labs, consulting assistance) indicate what plans you have made to ensure that those resources will be available. |
| Deliverables | What will be the visible result of this project? What will you present in an information session for the campus? |
| Assessment | How will you evaluate whether your project has been successful in meeting your instructional goals? |
| Budget | What is the total funding requested? On what specific items will the money be spent? Indicate what other grants or funding sources are associated with this project, if any. |
| School/department support | What is the nature of the school's commitment to this project? |

All project proposals must be submitted electronically as either a Word file or as a Web document. Send email with the proposal document attached or a URL to Lynne O'Brien (lynne.obrien@duke.edu), Director of Instructional Technology, Box 90193, Duke University (phone 919-660-5862.

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